



### **Access your team's flu compliance report**

Today – Tuesday, Nov. 12 – is the deadline for team members to receive the flu shot or have an approved exemption. Access your team's flu compliance report to determine which team members still need to receive the shot.

- [Instructions for Midlands leaders](#)
- [Instructions for Upstate leaders](#)

Contact Employee Health at [flushots@PrismaHealth.org](mailto:flushots@PrismaHealth.org) (Midlands) or [EmployeeHealth.Upstate@PrismaHealth.org](mailto:EmployeeHealth.Upstate@PrismaHealth.org) (Upstate) with any questions. Employee Health continues to administer flu shots and will accept documentation that a shot was obtained elsewhere.

Team members who do not receive their flu shot or have an approved exemption by the end of the day on Nov. 12 will be placed on unpaid administrative leave of one week or less. If the team member has not met the requirement at the end of the administrative leave, the team member will be considered to have voluntarily resigned. Work with your HR Business Partner if you have team members who have not complied with the policy.